

Effective 30 April 2000

Information Management: Records Management

Office Symbols

For the Commander:

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History. This UPDATE publishes a revised regulation which is effective 30 April 2000.

Summary. This regulation prescribes office symbols of Headquarters, United States Army Recruiting Command, the United States Army

Recruiting Support Brigade; recruiting brigades; Army Medical Department detachments; and recruiting battalions.

Applicability. This regulation is applicable to all elements of the United States Army Recruiting Command.

Proponent and exception authority. The proponent for this regulation is the Director of Information Management. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent agency may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14.

Army management control process. This regulation does not contain management control provisions.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE.

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1. Purpose

This regulation prescribes office symbols for Headquarters, United States Army Recruiting Command (HQ USAREC); the United States Army Recruiting Support Brigade (RS Bde); recruiting brigades (Rctg Bdes); Army Medical Department detachments; and recruiting battalions (Rctg Bns). (See tables 1 and 2.)

2. Related publication

AR 25-1 (The Army Information Resources Management Program).

3. Explanation of abbreviations

- a. HQ USAREC — Headquarters, United States Army Recruiting Command
- b. Rctg Bde — recruiting brigade
- c. Rctg Bn — recruiting battalion
- d. RS Bde — United States Army Recruiting Support Brigade

4. Use of office symbols

a. Rctg Bde commanders and the Commander, RS Bde, will further assign symbols to elements of their headquarters and to each subordinate unit under their jurisdiction. Office symbols will be as short as possible (e.g., RCW-CO could identify the Office of the Commanding Officer, U.S. Army 6th Rctg Bde; RCSE-AT-CO could identify the Office of the Commanding Officer, U.S. Army Rctg Bn Atlanta). Rctg Bde commanders and Commander, RS Bde may change

subordinate units office symbols when deemed appropriate.

b. Assigned symbols will be used on all correspondence (i.e., messages, memorandums, endorsements, informal memorandums, etc.) in the manner prescribed for the type of correspondence prepared. Only assigned symbols will be used.

*This regulation supersedes USAREC Regulation 25-50, 24 February 1998.

Table 1
HQ USAREC office symbols

Commanding General	RCCG	Director of Program Analysis and Evaluation	RCPAE
Deputy Commanding General (East)	RCDCG-E	Market and Mission Analysis Division	RCPAE-MM
Deputy Commanding General (West)	RCDCG-W	Research Division	RCPAE-R
Chief of Staff	RCCS	Director for Personnel	RCPER
Command Chaplain	RCCS-CH	Senior Enlisted Management	RCPER-SE
Office of Internal Audit	RCCS-IA	Equal Employment Opportunity Office	RCPER-EE
Total Recruiting Quality Office	RCCS-TRQ	Civilian Personnel Office	RCPER-CPO
Secretary of the General Staff	RCSGS	Personnel Management Division	RCPER-PM
Protocol Office	RCSGS-P	Officer Management Branch	RCPER-PM-O
Visual Support Office	RCSGS-VS	Enlisted Management Branch	RCPER-PM-E
Headquarters Company	RCHC	Strength Management Branch	RCPER-PM-S
Command Sergeant Major	RCCSM	AGR Management Division	RCPER-AGR
Retention Office	RCCSM-R	AGR Personnel Management Branch	RCPER-AGR-PM
Director of Recruiting Operations	RCRO	AGR Strength Management Branch	RCPER-AGR-SM
Command Surgeon	RCRO-SURG	Human Resources Division	RCPER-HR
Recruiting Impropriety and Investigation Division	RCRO-RI	Soldier and Family Assistance Branch	RCPER-HR-SF
ARISS Office	RCRO-ARISS	Congressional and Special Actions Branch	RCPER-HR-I
Technical Support Office	RCRO-TS	Awards Branch	RCPER-HR-AW
Operations Division	RCRO-O	Equal Opportunity Office	RCPER-HR-EO
Analysis Branch	RCRO-O-AB	Director of Resource Management	RCRM
Production Management Branch	RCRO-O-PMB	Staff Finance and Management Accounting	RCRM-SFA
Tactical Operations Branch	RCRO-O-TOC	Division	
Plans, Policies, Waivers, and Programs Division	RCRO-PP	Budget Division	RCRM-B
Programs Branch	RCRO-PP-PB	Program and Studies Division	RCRM-PS
Waivers Branch	RCRO-PP-WB	Force Development Division	RCRM-FD
Education Branch	RCRO-PP-EB	Director of Training	RCTNG
AR-PERSCOM Liaison	RCRO-PP-ARP	Training Assessment Division	RCTNG-TA
Recruiting and Retention School	RCRO-PP-RRS	Plans/Doctrine Division	RCTNG-PD
Special Missions Division	RCRO-SM	Training Development Division-Tech/	RCTNG-TD
Special Programs/Board Branch	RCRO-SM-SP	Distance Learning	
Warrant Recruiting Team (Regular)	RCRO-SM-A	Director of Information Management	RCIM
Technical Warrant Recruiting (Reserve)	RCRO-SM-R	Systems Integration Office	RCIM-SI
Chaplain Branch	RCRO-SM-CH	Resource Management and Plans Division	RCIM-RMP
Recruit the Recruiter	RCRO-SM-RTR	Acquisition and Contracts Branch	RCIM-RMP-A
Director of Health Services	RCHS	Administrative Services Branch	RCIM-RMP-AS
Army Nurse Corps Division	RCHS-AN	Applications Programming Division	RCIM-AP
Operations Division	RCHS-OP	Support Systems Branch	RCIM-AP-SS
Specialist/Veterinary/Dental Corps Division	RCHS-SVD	Operations Systems Branch	RCIM-AP-OS
Medical Corps Division	RCHS-MC	Web Development Branch	RCIM-AP-WD
Medical Service Corps Division	RCHS-MS	Communications Electronics Division	RCIM-CE
Director of Advertising and Public Affairs	RCAPA	Network Software Systems Branch	RCIM-CE-NSS
Public Affairs Division	RCAPA-PA	Support Operations Branch	RCIM-CE-SO
Program Management Division	RCAPA-PM	Data Branch	RCIM-CE-D
Production Control Division	RCAPA-PC	Staff Judge Advocate	RCSJA
Marketing Communications Division	RCAPA-MC	Inspector General	RCIG
Local Advertising and Promotions Division	RCAPA-LA	Assistance and Investigations Division	RCIG-C
		Inspections Division	RCIG-I
		Administration Support Division	RCIG-A

Table 2
Rctg Bde, Rctg Bn, and RS Bde office symbols

U.S. Army 1st Recruiting Brigade	RCNE	U.S. Army Recruiting Battalion Portland	RCW-PT
U.S. Army Medical Department Detachment	RCNE-AM	U.S. Army Recruiting Battalion Sacramento	RCW-SAC
U.S. Army Recruiting Battalion Albany	RCNE-AL	U.S. Army Recruiting Battalion Salt Lake City	RCW-SL
U.S. Army Recruiting Battalion Baltimore	RCNE-BA	U.S. Army Recruiting Battalion Seattle	RCW-SE
U.S. Army Recruiting Battalion Beckley	RCNE-BE	U.S. Army Recruiting Battalion Southern California	RCW-SC
U.S. Army Recruiting Battalion Harrisburg	RCNE-HB	U.S. Army Recruiting Support Brigade	RCRS
U.S. Army Recruiting Battalion New England	RCNE-NE	Commander	RCRS-CDR
U.S. Army Recruiting Battalion New York City	RCNE-NY	Executive Officer	RCRS-XO
U.S. Army Recruiting Battalion Mid-Atlantic	RCNE-MA	Command Sergeant Major	RCRS-CSM
U.S. Army Recruiting Battalion Pittsburgh	RCNE-PI	Safety	RCRS-S
U.S. Army Recruiting Battalion Syracuse	RCNE-SY	Security	RCRS-SEC
U.S. Army 2d Recruiting Brigade	RCSE	Command Engineer	RCRS-CE
U.S. Army Medical Department Detachment	RCSE-AM	Comptroller	RCRS-RM
U.S. Army Recruiting Battalion Atlanta	RCSE-AT	Adjutant	RCRS-ADJ
U.S. Army Recruiting Battalion Columbia	RCSE-CO	Personnel Administration Center	RCRS-PAC
U.S. Army Recruiting Battalion Jackson	RCSE-JA	Operations	RCRS-OPS
U.S. Army Recruiting Battalion Jacksonville	RCSE-JAX	Information Management Officer	RCRS-IMO
U.S. Army Recruiting Battalion Miami	RCSE-MI	Logistics Support Center	RCRS-LSC
U.S. Army Recruiting Battalion Montgomery	RCSE-MO	Director	RCRS-LSC-DIR
U.S. Army Recruiting Battalion Nashville	RCSE-NA	Supply and Transportation Division	RCRS-LSC-ST
U.S. Army Recruiting Battalion Raleigh	RCSE-RA	Travel	RCRS-LSC-T
U.S. Army Recruiting Battalion Tampa	RCSE-TA	Facilities and Services Division	RCRS-LSC-FS
U.S. Army 3d Recruiting Brigade	RCMW	Procurement Division	RCRS-LSC-P
U.S. Army Medical Department Detachment	RCMW-AM	Property Management	RCRS-LSC-PM
U.S. Army Recruiting Battalion Chicago	RCMW-CH	Consolidated Warehouse	RCRS-LSC-CW
U.S. Army Recruiting Battalion Cleveland	RCMW-CL	Recruiter Store	RCRS-LSC-RPI
U.S. Army Recruiting Battalion Columbus	RCMW-CO	U.S. Army Recruiting Support Battalion	RCRS-RSB
U.S. Army Recruiting Battalion Great Lakes	RCMW-GL	Commander	RCRS-RSB-CDR
U.S. Army Recruiting Battalion Indianapolis	RCMW-IN	Executive Officer	RCRS-RSB-XO
U.S. Army Recruiting Battalion Milwaukee	RCMW-MI	Command Sergeant Major	RCRS-RSB-CSM
U.S. Army Recruiting Battalion Minneapolis	RCMW-MP	Operations	RCRS-RSB-OPS
U.S. Army 5th Recruiting Brigade	RCSW	Multiple Exhibit Company	RCRS-RSB-MEC
U.S. Army Medical Department Detachment	RCSW-AM	Marketing and Concepts	RCRS-RSB-MAC
U.S. Army Recruiting Battalion Dallas	RCSW-DA	National Conventions Division	RCRS-RSB-NCD
U.S. Army Recruiting Battalion Des Moines	RCSW-DM	Information Management Officer	RCRS-RSB-IMO
U.S. Army Recruiting Battalion Houston	RCSW-HO	Contract Surveillance Division	RCRS-RSB-CSD
U.S. Army Recruiting Battalion Kansas City	RCSW-KC	U.S. Army Marksmanship Unit	RCRS-MU
U.S. Army Recruiting Battalion New Orleans	RCSW-NO	Command Group	RCRS-MU
U.S. Army Recruiting Battalion Oklahoma City	RCSW-OC	S1	RCRS-MU-SA
U.S. Army Recruiting Battalion San Antonio	RCSW-SA	S4	RCRS-MU-SS
U.S. Army Recruiting Battalion St. Louis	RCSW-SL	Public Affairs Office	RCRS-MU-PAO
U.S. Army 6th Recruiting Brigade	RCW	Graphics	RCRS-MU-G
U.S. Army Medical Department Detachment	RCW-AM	S3	RCRS-MU-OPS
U.S. Army Recruiting Battalion Denver	RCW-DE	Information Management Officer	RCRS-MU-IMO
U.S. Army Recruiting Battalion Los Angeles	RCW-LA	Excellence in Competition	RCRS-MU-EIC
U.S. Army Recruiting Battalion Phoenix	RCW-PX	Shop	RCRS-MU-CFS

Table 2
Rctg Bde, Rctg Bn, and RS Bde office symbols--continued

Budget	RCRS-MU-B
International Rifle Section	RCRS-MU-IR
International Pistol Section	RCRS-MU-IP
Shotgun Section	RCRS-MU-SG
Running Target Section	RCRS-MU-RT
Service Pistol Section	RCRS-MU-SP
Action Shooting Selection	RCRS-MU-AS
Service Rifle Section	RCRS-MU-SR
U.S. Army Parachute Team (Golden Knights)	RCRS-PT
Commander	RCRS-PT-CDR
Executive Officer	RCRS-PT-XO
Sergeant Major	RCRS-PT-SGM
Administration Office	RCRS-PT-ADM
Operations	RCRS-PT-OPS
Aviation	RCRS-PT-AV
Black Team	RCRS-PT-BT
Gold Team	RCRS-PT-GT
Formation Skydiving Team	RCRS-PT-FST
Style and Accuracy Team	RCRS-PT-SA
Rigger Loft	RCRS-PT-RL
Media Relations	RCRS-PT-MR
Budget	RCRS-PT-B
Supply	RCRS-PT-S
Special Operations Recruiting Company	RCRS-SORC
Commander	RCRS-SORC-CDR
First sergeant	RCRS-SORC-1SG
Operations	RCRS-SORC-OPS
For Bragg	RCRS-SORC-BR
Fort Lewis	RCRS-SORC-LE
Fort Campbell	RCRS-SORC-CAM
160th Special Operations Recruiting Detachment	RCRS-SORC-SORD
Heidelberg	RCRS-SORC-HE
Fort Benning	RCRS-SORC-BE
Fort Carson	RCRS-SORC-CAR
Fort Hood	RCRS-SORC-HO